Adams County Jail

Inmate Orientation

210 W Broadway
Ritzville, WA 99169
Telephone (509) 659-3331

The purpose of this handbook is to provide incoming inmates with general information regarding the Adams County Corrections Department rules and regulations that inmates will encounter during confinement. The intent of this handbook is to help new inmates understand their responsibilities when they enter the jail and assist them with their adjustment while in this facility. Be advised while every effort is made to update this handbook regularly, Adams County Corrections Department policies, procedures, rules and regulations cited herein may be updated in the interim between handbook revisions.

TREAT EVERYBODY WITH RESPECT AND CONSIDERATION. YOUR SUCCESS IS BASED ON YOUR BEHAVIOR AND ATTITUDE. IF YOU RECEIVE SANCTIONS IT IS BECAUSE YOU, BY YOUR OWN ACTIONS HAVE REQUESTED IT. YOU ARE TO OBSERVE ALL FACILITY RULES.

Failure to comply with the rules may be cause for disciplinary action or further criminal prosecution. Correctional staff may also REVOKE YOUR PRIVILEGES on a temporary basis for breaking the rules or other misconduct. Promptly and politely obey all orders and instructions. A list of all rules and possible sanctions can be found in this rule book or on the kiosks. There are Kiosks located throughout the facility. These Kiosks are where you conduct video visits, order commissary, file grievances, or send any NON-EMERGENT inmate requests to include medical and mental health. In the event of an emergency, contact an officer in person or press the emergency button in the cell.

Adams County Jail

Inmate Orientation

I acknowledged that I have been given a copy of the Adams County Jail Inmate Orientation booklet. I also acknowledge that I will read and obey the rules and policies as stated in this booklet.

_____

Signature/date

PRISON RAPE ELIMINATION ACT (PREA)

The Adams County Sheriff's Office does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or sexual harassment toward any inmate(s). This Office will aggressively pursue all complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution in criminal court. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to Jail staff (including; officers, clergy, medical and mental health care workers, and inmate program directors) either verbally or in writing.

There are steps you can take to protect yourself:

- Never share personal information
- Never borrow commissary items
- Never accept from another inmate
- Be cautious of inmates offering to protect you
- Be aware of your body language

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- You may admit or deny these charges.
- You may tell your side of the story and present evidence and witnesses; unless presenting such evidence or witnesses may risk the safety of staff or other inmates.
- Inmates have no right to cross-examine witnesses or confront accusers.
- **All inmates retain the right against criminal self-incrimination.** However**,** your silence may result in an unfavorable decision in the administrative/disciplinary hearing.
- At an administrative/disciplinary hearing, you have no right to remain silent if criminal self-incrimination is not possible.
- If you fail to answer questions or refuse to speak on your own behalf, the hearing deputy(s) can make an adverse conclusion, which can be included in the evidence relied upon in determining guilt or innocence.

APPEALS

You have a right to appeal any discipline, major or minor violations. **Discipline is not subject to the grievance procedure.** Complete and submit a *Grievance/ Appeal Form* to appeal. Each level and written response must use the original form. All steps and timelines must be followed in order to exhaust all administrative remedies.

MINOR INFRACTIONS:

1. You have within twenty four (24) hours of receiving your infraction notice or appeal response to appeal to the next level. You must state a reason why you disagree with response.
2. Each administrative level; Sergeant/Supervisor and Commander/ Manager has five (5) business days to respond.
3. You may not appeal minor discipline past the level of Commander. The Commander's ruling is **final**.

MAJOR INFRACTIONS:

1. You have within twenty four (24) hours of receiving your infraction notice or appeal response to appeal to the next level. You must state a reason why you disagree with response.
2. Each administrative level; Sergeant/Supervisor, Commander/ Manager, and Sheriff has five (5) business days to respond.

*Beginning date of commissary sanctions will be established by Commissary.
**The infracting deputy may substitute loss of recreation for lockdown.
***Loss of all good time if found guilty of three (3) major infractions.

MAJOR INFRACTION SANCTIONS

Disciplinary hearings will determine guilt or innocence for a major infraction. If found guilty, the hearing deputy will impose sanctions. If sanctions are outside of the standard range, the hearing deputy must give written justification. Pending a disciplinary hearing, inmates may be in lockdown at the discretion of the shift supervisor.

HEARING PROCESS

The infraction/segregation report is your notice that you have violated a rule. In cases of major infractions this will also serve as your record of the hearing.
Disciplinary hearings will determine guilt or innocence based on the evidence presented. Sanctions will be imposed if found guilty. Summaries of disciplinary hearings will be recorded in writing.

You may be held accountable for discipline violations from a previous incarceration or while on escape status. Example: An inmate bails out prior to or just after a disciplinary hearing and returns to jail a month later. The hearing can still be held and/or sanctions can still be imposed.

It is an inmate's right to attend a hearing, however:

- If you are unruly, the hearing deputies may recess the hearing.
- If you refuse to attend the hearing, it will be held in your absence.
- If there is a safety concern for staff and/or other inmates if you attend the hearing, your right may be suspended.
- If you are incapable of representing yourself, you shall be advised of your right to be assisted by another person. This person may help and assist you if it does not compromise or violate safety or security.

During a hearing:

- The misconduct report listing the charges will be read to you.

Money 7
Personal Hygiene 5
Property 5, 6
Razors 8
Religious Books and Materials 6
Religious Services …..... 6
Rules Violations .....…. 9
Security Checks 5
Telephone Calls 4
Temporary or Early Release 5
Visiting 4
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DEFINITIONS

"ABUSIVE SEXUAL CONTACT" – Sexual contact to exploit any person without consent or of a person who is unable to consent or refuse. Excludes incidents in which the intent of the sexual contact is to harm or debilitate.

"BOOKED/BOOKING" – Taking a person's fingerprints and photo and entering information and charges into the Clark County Sheriff's inmate computer system.

"COMMON AREA" – Any area in the jail not designated as a sleeping area.

"CONSENSUAL" – A person's actions are voluntary, consented to, or agreed upon by those involved.

"CONTRABAND" –

- Any narcotic drug, controlled substance or item fashioned as a weapon.

- Any item not approved, issued or sold by the Jail.
- Approved items which have been changed or altered from the original form or use.

"CORRESPONDENCE" - Communication to or from inmates through letters, postcards and greeting cards.

"FURLOUGH" - Furloughs are a temporary release from custody for family emergencies and are court ordered.

"GRIEVANCE"- A formal complaint regarding an incident, policy, condition or treatment within the facility.

"HIPAA" - Health Insurance Portability and Accountability Act protects patient privacy and also ensures privacy of all accumulated health information that belongs to the patient. Healthcare providers nationwide are required to comply with the HIPAA rules and regulations.

"HOUSING AREA/UNIT" – Separate inmate living areas within the Jail and include:

- **"BUNK"** – A bed(s) or mattress in a sleeping area.
- **"CELL"** – An inmate's room designated for lockdown or sleeping.
- **"DAYROOM"** – An area for indoor activities while not in lockdown or during sleeping hours.
- **"DORM"** – A housing unit with sleeping area and dayroom combined.

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"INDIGENT INMATE" - An inmate who has under **$2.70** in their inmate account.

"INFRACTION" – An inmate notice of a violation of jail rule(s). Infractions are divided into minor and major violations. Major violations require a hearing.

"INMATE ACCOUNT" – Refers to an inmate trust account, also known as an inmate commissary account, used to pay costs or expenses while in custody.

"KITE" - A term used to refer to an *Inmate Request Form*.

"LEGAL MAIL" - Any correspondence to or from any court, attorney, WA State Bar Assoc., Indeterminate Sentence Review Board, PREA Facility Coordinator, embassies and consulates, or legal advise of attorneys from established groups eg American Civil Liberties Union, Disability Rights Washington, legal services corporations or public defender associations representing you

"LIVING AREAS" – Is all areas where inmates reside while in custody.

Loss of							
	Commissary *		One (1) week	Two (2) weeks		Three (3) weeks	Four (4) weeks
	Personal and Video Visiting Privileges (may include phone privileges if you are making unwanted or 3-way calls)		First (1st) offense	One (1) week	Two (2) weeks	Three (3) weeks	Four (4) weeks
			Second(2nd) offense	Two (2) weeks			
			Third (3rd) offense	Three (3) weeks			
			Fourth (4th) offense	Four (4) weeks			
	Good Time* **				Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
	Trusty Status				To be determined		Perm-anent

If you have violated a jail rule an infraction will be written and sanctions may be imposed. You will receive a copy of the infraction after the investigation is complete.

Sanctions imposed on multiple violations during a single incident will run concurrently. Sanctions for separate discipline incidents (including minor infractions) will run consecutively.

The following are the standard disciplinary sanctions for infractions.

		Minor Infractions				Major Infractions		
	Sanctions	**100 Series**	**200 Series**	**300 Series**	**400 Series**	**500 Series**	**600 Series**	**700 Series**
	Lockdown	Twenty four (24) hours	Forty eight (48) hours			Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
	Programs, Recreation Library(may include electronic devices)	During lockdown						
	Recreation** (Lockdown Substitute)	One (1) week	Two (2) weeks				Three (3) weeks	Four (4) weeks

"LOCKDOWN" – Order given by staff requiring you to return to your assigned cell. "NON-CONSENSUAL" – A person's actions are forced, in fear of threat, against their will, without consent, or of a person who is unable to consent or refuse.

"OBSCENE"- Refers to offensively portraying or describing sexual conduct, which content has no serious literary, artistic, political or scientific value.

"PERSON"– May refer to self or other inmates, or any employee, staff, volunteer, contractor, professional visitor, other agency representative.

"PREA" – Prison Rape Elimination Act of 2003. Covering non-consensual sexual acts, abusive sexual contact, staff sexual misconduct, and staff sexual harassment.

"SANCTIONS" – Restrictions or denial of inmate privileges as disciplinary actions for violating jail rule(s).

"**SEXUAL ACTS" -** Sexual contact of any person. Includes direct contact between;

- The penis and the vagina or anus including penetration.
- The mouth and the penis, vagina or anus.
- Penetration by hand, finger or other object to the anal or genital opening of any person.

"SEXUAL BEHAVIOR" - Any word, action, gesture or behavior sexual in nature that may be offensive to a reasonable person, or to arouse or gratify sexual desire of self or others not involving sexual acts or contact.

"SEXUAL CONTACT" – Intentional touching of the private body parts of another person through clothes or direct for the purpose of sexual gratification.
Includes:

- Genitalia Anus Breast Inner Thigh Buttocks Groin

"SEXUAL HARASSMENT" – Repeated unwelcome or unwanted gestures or verbal statements or comments gender related or sexual in nature to any person.
Includes;

- Sexual advances or requests.
- Demeaning references to gender.
- Derogatory comments about body or clothing.
- Any language, conversations or gestures sexual in nature.
- In some circumstances one time may be considered sexual harassment.

"SEXUALLY EXPLICIT" - Refers to written, pictorial and/or graphic content of sexual acts or activities that include, but are not limited to the following:

- Representing actual or simulated penetration includes penile or vaginal to oral, penile to anal or vaginal, digital to anal or vaginal, insertion of any inanimate object in the vaginal or anal cavity.
- Showing an act or simulated act using adult sex toys or devices.
- One of the participants appears to be forceful, threatening, or violent.
- One of the participants is, or appears to be, non-consenting.
- One of the partners is dominating one or other participants and a participant is in a submissive role or is degraded, humiliated, or willingly engages in behavior that is degrading or humiliating.
- One of the participants is a child, or appears to be a child.
- Representation of genitalia, buttocks or female breasts.
- Any bodily excretory function is depicted.
- Portraying bestiality, sadomasochistic behavior or bondage.
- Reasonably deemed to be a threat to legitimate penological objectives.

"STAFF SEXUAL MISCONDUCT" – Any behavior or act, sexual in nature, directed toward an inmate by an employee, volunteer, contractor, professional visitor, or other agency representative (excludes inmate family, friends or other visitors). Includes;

- Sexual relationships of a romantic nature between staff and inmates.

INFRACTION SANCTIONS

Any inmate who is suspected or found to have violated any law may have criminal charges filed in the appropriate court in addition to jail disciplinary sanctions.

703	Tamper with, damage, or block any fixture or device, mounted or considered part of the facility or its structure. (This includes attempts)
703A	Safety/Security items or devices such as bars, windows, locking device, door, alarm, monitor, camera, sprinkler or any device or item.
703B	Non-safety/security items or devices such as TV and box, phones, tables or any other device or item.
704	Possess weapon, knife, tool, or any item which may constitute a threat to safety and security.
705	Flood or attempt to flood.
706	Threaten or intimidate any staff including; Corrections, employee, volunteer, contractor, professional visitor or other agency representative. (Includes attempts)
707	Malicious mischief, destruction of county property, a second offense of a 513 infraction within 90 days, or create a biohazard or disturbance.
709	Conceal information/knowledge from staff regarding facility, staff, or others safety and security. Includes escapes or escape attempts/plans.

- Consensual or non-consensual sexual acts includes;
  - Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks.
  - Intent to abuse, arouse, or gratify sexual desire.
  - Completed, attempted, threatened, or requested sexual acts.
  - Occurrences of indecent exposure, invasion of privacy or staff voyeurism for sexual gratification.

*IMPORTANT INFORMATION

You have been booked on a charge, or charges sufficient to cause your continued detention pending sentence completion, bail, or other judicial relief. While you are detained in this facility, you are responsible for adherence to all rules, regulations, procedures, posted notices and verbal directions. Information in this booklet is for your benefit, however you will be expected to know the items preceded by an asterisk (*).

*EMERGENCIES

In the event of an emergency, use the **"CALL BUTTON"** in your cell, to alert the corrections staff. When an officer arrives, state the emergency, and then stand clear. If the officer needs your assistance, you must respond to the request promptly. If the officer orders a general lockdown, you must return to your cell or bunk immediately. Failure to do so will result in disciplinary action.

*COMMUNICATION WITH JAIL PERSONNEL

Requests for specific services or extraordinary events are made using CIDNET touch panel in or near cell area. Your Inmate Request will be reviewed by the officer and either answered or routed to the appropriate person or department as addressed. All health requests will be submitted to a contracted health care provider for virtual (tele-health visit) or in-person as needed.

You must follow the following rules when submitting an Inmate Request:

607	Unauthorized use of or take food/beverage from/in the kitchen, off food carts or from another inmate. (2nd) offense.
608	Obscure, cover, or darken cameras, windows, light fixtures or covers.
609	Mail or attempt to mail inmate ID or wristbands.
610	Engage, attempt or participate in circumventing jail rules involving but not limited to inmate accounts and/or discipline sanctions. Examples: use of telephone accounts, PIN, video visits, receive commissary with or without permission, while sanctioned or ineligible, lack of funds, avoid paying fees, fines, payments owed or any other reason.
611	Obtain or attempt to obtain funds or items of monetary value by fraud, deception or misrepresent another person, vendor or business. Examples: soliciting.

701	Violation (s) of law (Felony, Gross Misdemeanor or Misdemeanor)
702	Engage in a sexual act or contact with self or another.
702A	Engage in a sexual act or contact which is consensual or voluntary.
702B	Engage in a sexual act or contact against the will of another person.
702C	Engage in a sexual act or contact with another who is incapacitated due to age, temporary or permanent physical condition or temporary or permanent mental condition.
702D	Engage in a sexual act or contact through the exploitation of fear or threat of physical violence or bodily harm.
702E	Engage, participate or encourage a sexual act with self or another person for sexual voyeurism.

508	Sexual Harassment - any word, action, gesture or specific behavior without physical contact that is sexual in nature and would cause discomfort and/or be offensive to a reasonable person.
509	Create or possess material that is gang related, sexually explicit, inflammatory or detrimental to safety/security.
510	Disruptive or distracting behavior in court that does not cause a delay of the proceedings. Example: Talk or motion to the public, etc.
511	Unruly conduct
512	Tamper with, alter, or remove inmate ID/Housing wristbands. Second (2nd) offense.
513	Destruction of issued county property. (1st offense)
601	Any act, refusal or failure to follow any order given by staff or court official.
601A	Any act, refusal or failure to follow any order given by staff or court official which effects, delays or impedes **court proceedings**.
601B	Any act, refusal or failure to follow any order given by staff or court official which effects, delays, impedes or **diverts jail staff.**
601C	Any act, refusal or failure to follow any order given by staff or court official which effects, delays, impedes or **disrupts normal jail activities**.
602	Make or possess any intoxicant or drug.
603	Violent or aggressive behavior or conduct.
604	Strike, hit, or throw any object at another person.
605	Encourage others to commit a 700 series violation(s).
606	Possess unauthorized jewelry or valuables; or transfer, loan or give away authorized jewelry or valuables.

* Inmate Request must be submitted the same time it is given.
* Do not send more than one Inmate Request per week for the same issue. Additional request for the same issued will be discarded.
*Inmate Request that contain profanity will not be responded to.

*INMATE RIGHTS

You have the following rights while confined in the Adams County Jail:

1. Meaningful access to courts, legal materials and your attorney.
2. Confidential consultation with your attorney.
3. Protection from abuse and corporal punishment. Physical force will be used only in the degree necessary to control a violent inmate, to maintain control of the facility, and to protect the safety of the staff and other inmates. Physical force is not used as punishment. Verbal abuse or harassment is not tolerated.
4. Freedom from discrimination based upon sex or race.
5. Access to jail rules and regulations, and sanctions administered for noncompliance. These are presented in the form of the **Inmate Orientation Booklet**.
6. Access to necessary and emergency medical care.
7. Access to communications (mail, phones, and visiting).
8. Nutritious meals according to USDA standards. A nutritional food load (i.e. Nutraloaf) may be served to disorderly and riotous inmates or as part of a discipline sanction.

GRIEVANCE

Grievance, General - is defined as a disagreement with the **disciplinary process,** or the results of a disciplinary action. A grievance may also be based on a claim of excessive, unnecessary or discriminatory actions by correctional staff. To

file a grievance, you must show you have tried to resolve the issue with a correction officer, via Inmate Request. If the issue is with a correction officer the request will be routed to the Jail Commander.

Grievances considered to be frivolous and without merit will not be investigated. The grievance must be submitted within (10) ten days from the date of occurrence of the event or action. If the inmate wants to appeal the grievance response, a written request must be submitted to the Jail Commander within (10) ten days of receipt of the response.

An inmate filing a frivolous grievance, or a grievance intended to cause undue harm will face disciplinary action.

CHAIN OF COMMAND

The chain of command will be followed when dealing with inmate concerns so that these are addressed and resolved at the lowest possible level. The established chain of command for inmates is: on-duty Corrections Deputy, Corporal, Sargeant, then Jail Commander

GRIEVANCE PROCEDURE

An inmate grievance must concern a jail rule, complaint of specific oppression or misconduct by staff in administering jail rules. The following are not grievable issues:

- Federal, State or Local Statues
- Court decisions, or decisions of an inmate's attorney
- Discipline and/or sanctions as a result of disciplinary action. Refer to "Appeals" in this handbook for disciplinary appeals process

401	Communicate with the public outside of authorized channels. (Authorized channels are personal or video visiting, US Mail or non "3-way" type phone calls.)
402	Make a "3-way" or similar type non-typical collect call.
403	Make repeated unwanted or nuisance calls.
404	Violation of any visiting rule.

MAJOR VIOLATIONS

Major infractions are divided into three classes: 500, 600 and 700 series. All major infractions are heard by an impartial hearing deputy and then reviewed by the discipline sergeant.

	MAJOR INFRACTIONS
500	Possess any smoking materials or smoking any substance.
501	Lie to staff with intention to shift blame on innocent parties.
502	Unauthorized possession or transfer of medication or medical equipment. For example; hot water bottle, crutches, and prescription medications.
503	Three (3) minor infractions constitute a major if the 3rd infraction is within 90 days of the previous 2 minor infractions
504	Encourage others to commit a 600 series violation(s).
505	Self inflicted injury or faking a medical emergency.
506	Giving or receiving tattoos or piercings while incarcerated, and/or possession of tattoo/piercing paraphernalia
507	Harassment - any word, action, gesture or behavior that would cause discomfort and/or be offensive to a reasonable person.

307	Communicate with inmates in other living areas outside of authorized channels. This includes attempts to bypass the Clark County Jail mail policy. (An *Inmate Request Form* must be used to request an exception.)
308	Tamper with, alter or remove ID/Housing wristband. First (1st) offense. May be sent to a hearing if restitution is sought.
309	Disrupt or divert staff in meeting operational needs.
310	Disrespect towards staff or others.
311	In an unauthorized area or failing to return to dorm/tier lock down.
312	Out of your bunk after hours or during nightly lockdown, except to use the bathroom. (Dormitories only)
313	Write, cover or hang anything on walls, doors, windows, vents, bars, light fixtures, sprinkler heads, or beds/bunks.
314	Interfere with staff in the performance of duties.
315	Interact with other inmates after hours or during nightly lockdown. Examples: playing cards, chess, or talking.
316	Unauthorized use or possession of more than the allowed issued county property.
317	Encourage others to commit a 400 or 500 series violation(s).
318	Touch others in a non-sexual manner. (May include: hugging).
320	Unauthorized use of or take food/beverage from/in the kitchen, off food carts or from another inmate. First (1st) offense.
321	Failure to report to work on time or as scheduled.
323	Unauthorized use, transfer or possession of other's personal or commissary items.

- Personal disputes between you and an employee

Grievances are filed using a CIDNET touch panel, assigned log on and pin issued at time of booking. Prior to the filing of a grievance with the jail, you must first try to resolve your complaint with the lowest level of appropriate authority. The initial appropriate authority is the shift officer. The next appropriate command authority is a Jail Commander. All grievances filed with a jail commander must include the steps you have taken to address your complaint.

VISITING

Each inmate is allotted virtual visits using CIDNET during assigned hours. Adult visitors must have current **picture ID. Picture ID must include full name and date of birth**. An adult must accompany visitors under the age of 18 during the whole visiting hour. Visiting will not be allowed between individuals when it is known that a current no contact or restraining order exists. Inmates and/or visitors who violate jail regulations during a visit may lose the privilege of visiting with family or friends.

VISITING HOURS: Visitation must be scheduled using CIDNET to reserve video monitor time.

Monday-Friday
4pm-10pm

Saturday or Sunday
10am-10pm

LAW LIBRARY

Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the Courts.

Access to the law library is based on the priority of your type of criminal matter or legal circumstances. You can be added to the law library list if:

- Your attorney requires your help to represent you. Your attorney can petition the court to request that the Adams County Jail authorize use of the law library.
- You are representing yourself (Pro Se) in a criminal or legal matter. Submit an *Inmate Request Form* to request time in the law library. You may be required to provide a copy of the court order appointing you Pro Se.

To request legal forms from the Adams County Law Library or copies of legal papers, submit a *"Inmate Request noting: Request for Legal Copies of Forms"*.

- Complete the form listing document title, page and number of copies. You may need to consult your attorney for the correct material.
- Copies will be made regardless of ability to pay. Write "No Funds" on the form if you are an indigent inmate.
- There is a copy fee of $.15 for each copy page you request. **Copying costs will be deducted from current or future money received in your inmate account**.

BAIL OR BOND

Bail may be posted at any time in the exact amount. The jail accepts **cash and approved Bail Bonds only. Adams County Superior Court, Ritzville District Court and/or Othello District Court** bail must be paid directly to the court during court business hours (Monday - Friday, normally 8:30 a.m. - 4:00 p.m.). At other times, bail may be paid directly

103	Loan property for profit.
104	Unmade bunk when not occupied.
105	Use of any item in unsafe or unauthorized manner. Examples: Sitting on plastic chair over metal stool, leaning back on chair, using any item as a headband, using any item as a tablecloth.
106	Encourage others to commit a 100 or 200 series violation(s).
107	Save food after meals.
201	Lying to staff.
202	Inappropriate dress outside of shower area and/or in common area. Examples: without a shirt and/or pants, coveralls un-buttoned, pants too low (sagging) or showing underwear.
203	Encourage others to commit a 300 series violation(s).
204	Gambling or possess gambling paraphernalia.
300	Inappropriate or unauthorized use of county forms or documents.
301	Threaten another inmate or their property.
302	Possess contraband which poses no threat to safety or security. A non-issued or altered item.
303	Failure to perform work as instructed.
304	Refusal to clean as instructed.
305	Intentional failure to follow safety and sanitary regulations.
306	Passive Refusal to follow legitimate order of the jail.
306A	Passive Refusal to follow legitimate order of the jail which does not cause a **delay in court proceedings, or normal jail operations.**
306B	Passive Refusal to follow legitimate order of the jail which does not **involve physical contact between staff and other prisoners**.

Restitution for damages. (A disciplinary hearing is required.)	Amount of damages charged to inmate's account.
Medical costs for ALL injuries per incident including fights. (A disciplinary hearing is required.)	Medical costs charged to inmate's account.
Out of cell time.	Restricted.
Suspension of commissary. (Except hygiene and mail items.)	Four (4) weeks commissary dates.
Suspension of recreation and exercise equipment.	Thirty (30) days.
Suspension of personal and video visiting privileges.(Except attorney visits.)	Thirty (30) days

DISCIPLINARY SEGREGATION

This may be used for inmates who have violated jail rules. Inmates may be allowed a pencil, paper, hygiene items, legal and religious reading material (quantity will be limited). Inmates may be in lockdown twenty three (23) hours per day.

MINOR VIOLATIONS

Minor infractions are divided into four (4) classes: 100, 200, 300, and 400 series. Staff may give a warning or an infraction for minor violations of jail rules.

MINOR INFRACTIONS	
999	Trusty Suspension
100	Bedding or linen used to block deputy's view of the bed or dayroom/cell area.
101	Swearing, use of vulgar language, or rude gestures.
102	Disturb the sleep of others.

to the jail in the exact amount. The jail does not carry change. Corrections staff are not permitted to make suggestions or referrals to bail bond companies.

All Other Courts/Counties

Bail may be paid directly to the jail on a 24-hour basis. A list of current **BAIL BOND** companies is posted on CIDNET.

LEGAL REPRESENTATION

You are entitled to legal counsel (a lawyer). If you do not have one, or cannot afford one, the courts will determine if you are eligible for a Public Defender**.**

*TELEPHONE CALLS

You are entitled to a call to your attorney and/or to make a personal call **at the end of the booking process**. **All calls must be made collect**. Telephones are provided in each dayroom and shared by all inmates. You are not allowed to receive incoming personal calls, however voice messages may be left on your phone account. The telephones in the cells will only make "calls" using CIDNET login information given during booking process and are pre-paid. All calls are recorded and subject to monitoring with the exception of attorney calls.

Telephones are available following morning meal until 10:00pm.

*Video Visiting

Video Visiting Kiosks are available in dorm/inmate common areas and accessible to all inmates. You will your phone identification number for video visits. Video visits are prescheduled and must be accepted by you prior to the visit. The

visitor is required to have an account, internet connection and may pay a fee per visit. Video visits are timed and recorded. For more information concerning Video Visiting contact service provider.

*CELL STANDARDS

You are expected to assist in keeping the cells clean and neat. You are expected to keep your own cell area clean. **Failure to do so will result in the loss of privileges.**
Nothing is to be posted, taped, glued, or in any other way attached to any surface, wall, window, door or light fixture in the cell.
Nothing is to be hung from the top bunk. Items found hanging from the bunk can be confiscated.
Property is to fit in the provided property bags. Items you are unable to keep in your property bag will be removed from the cell. **You may not transfer, give or sell property to another.** Notify the officer if anything in your module needs repair. The cost to repair or replace any damaged county property will be charged to the responsible individual.

*LOCKDOWN

When an officer orders a **lockdown**, you must go directly to your cell and close the door. Failure to lockdown will result in disciplinary action.

*SECURITY CHECKS

The jail will conduct either a **security check** or **head count** continuously throughout the day and night. The officer must see you. You must respond to the officer's instructions immediately. You and your cell area are subject to search at any time. You will keep your property contained in your property bag. When a shakedown is announced you are to follow the orders of the officers immediately.

INMATE BEHAVIOR AND DISCIPLINE GUIDELINES AND CONSEQUENCES

We expect that you will be responsible, display good behavior, obey jail rules and staff directions at all times. If you choose not to adhere to these expectations, you will be held accountable. This may be through the courts and/or the jail discipline system.

DISCIPLINARY SANCTIONS

You are given a variety of privileges detailed in this inmate handbook. This includes good time for sentenced inmates. Privileges may be restricted or denied as disciplinary sanctions. Additional sanctions may be deemed necessary by the Sheriff, Chief Corrections Deputy, disciplinary hearing, sergeant or designee. Maximum periods are listed "per incident" and may be extended if there are multiple incidents.

Possible Disciplinary Sanctions	Maximum
Inmate work programs.	Removal from program.
Loss of good time. (Includes Trusty good time.)	Any or all accrued or potential good time.
Loss of telephone access. (except attorney calls)	Permanently revoked.
Loss of television or other electronic devices.	Permanently revoked.
Placed in disciplinary segregation or lockdown status.	Thirty (30) days.
Nutraloaf status.	Thirty (30) days.

Three nutritionally sound meals are served daily. Meals are served in a reasonable manner; hot food served hot and cold food served cold.

HAIRCUTS

Haircuts are not provided by the Jail.

RAZORS

Razors are handed out on Mondays, Wednesdays, and Fridays, in the mornings. Razors will be picked up prior to lunch being served. Failure to return a razor will result in immediate disciplinary action.

GOODTIME (EARNED EARLY RELEASE TIME)

Your behavior will dictate how much goodtime you will receive. Goodtime is a privilege. Inmates may earn good time while in the custody of Adams County Sheriff's Office by following the rules and displaying good behavior. Inmates who commit rule violations may forfeit all or part of any good time they could have earned. Adams County Jail staff will calculate good time in accordance with RCW 9.92.151 based on the actual amount of time served in the custody of the Adams County Sheriff's Office. Goodtime is automatically calculated at 1/3 of sentence and by state law some charges are calculated at 15%. Inmates will receive a copy of the good time date shortly after sentencing. Inmates will also receive amended good time dates if there are any changes. Department of Corrections will calculate goodtime for inmates sentenced to prison or upon receiving sanctions on the completion of a Department of Corrections hearing while in the custody of Adams County Sheriff's Office.

TEMPORARY OR EARLY RELEASES

The jail does not have the authority to grant temporary or early releases. All requests for such releases must be made to your attorney or to the sentencing judge.

CLASSIFICATION

Your housing assignment is based on your classification. Classifications are determined and based upon your behavior, the current charge, your criminal history, any special needs, and the population of the jail. The types of housing are: dormitory, double cells, and isolation.

*GENERAL DRESS CODE

1. The minimum in-cell state of dress is a shirt and pair of trousers.
2. The minimum out-of-cell state of dress is a full set of jail issue.
3. Inmates will not wear uniform pants that are rolled up, tucked into socks or pegged.
4. No head coverings or hand made necklaces are allowed at any time.
5. Female inmates must wear both a bra and T-shirt or issued shirt, a T-shirt alone is not allowed.

*PERSONAL HYGIENE

Each inmate is expected to maintain a high degree of personal cleanliness. You are expected to shower at least three times a week. You may purchase your own soap and hygiene items from the jail commissary. Feminine hygiene items (emergency items are available, ask staff member). Indigent inmates can order an indigent pack for hygiene items. Haircuts will not be allowed/conducted in the facility.

*LAUNDRY

All linen and clothing items issued to you are your responsibility and you may pay replacement cost for items destroyed. Report immediately any torn or damaged linen or clothing. Laundry is washed twice each week. Check the schedule posted in your cell for the correct days.

*PROPERTY

At the time of booking, the jail will accept only a **limited** amount of property for jail storage. Property not accepted by the jail will be impounded by the arresting agency. Questions regarding impounded property will be forwarded to the arresting agency. The jail will not wash the clothes you are wearing at the time of booking unless they are to soil to be placed in storage. The officers, at the time of booking, will make that determination.

The jail will accept clothing for you to wear at your trial, upon verification of trial dates. Unless prior approval is given, the clothing should be brought to the jail the morning of the trial, and picked up within five working days after your trial has ended. You will be provided with jail issued underwear, socks and T-shirts, **NO Personal clothing will be allowed**. If issued clothing items have been altered in any way or are not in good repair (i.e. ripped, cut, or decorated) they will be taken and you will be charged for the cost of replacement.

Your personal property taken at booking will be given to you upon release from the jail. You may not sell, transfer or give property of value to another inmate at any time. You will be assigned a property bag for storage of in-cell property. All of your property **must** fit in your property bag. You are not allowed to have in your possession more than twenty (20) personal letters; papers or a reasonable amount of legal paperwork will be allowed. If you have too much property to fit in your bag or too many letters or papers, you will have to transfer the items to the jail property storage or out of the jail. **IF IT WON'T FIT IN YOUR PROPERTY BAG, YOU CANNOT HAVE IT IN YOUR CELL.**

If you are released prior to your commissary order being delivered, the Commissary will hold it for 72 hours. After the 72 hours, the items will be destroyed. Items may be picked up between 8:00 A.M. and Noon during the week.

MEDICAL/PSYCHIATRIC SERVICES

If you need immediate medical attention (sudden illness or injury), use your call button to alert the jail staff. All necessary medical services will be provided. For routine medical needs, send an Medical Request using CIDNET, requesting to see a health care professional. A nurse and/or doctor on a schedule determined by the nature of your complaint, and scheduling needs will see you. For psychiatric services, use the same procedure as for medical services. Medication is provided as stated on the prescription and must be taken immediately, in front of the officer.

Inmates are responsible for ensuring that medications given are correct prior to taking them. Inmates will assist, up to 40% of current funds, in the cost of any doctor bills and/or prescriptions they have incurred while in custody as per RCW 70.48.130. If no funds are available, a negative adjustment will be made to your account and funds will be taken upon receiving funds.

MEDICAL GRIEVANCE

If you do not agree with the medical care provided, you may file a grievance, as outlined in this booklet under grievance. The grievance form will be provided to the Jail Administrator. A written response to your grievance will be provided. If you still do not agree with the medical decision, you may appeal the Medical Director's decision to the Sheriff.

MEALS

placed on an eligibility list. **Placement on an eligibility list does not guarantee you will be selected as an Inmate Worker**.

MAGAZINES

No magazines or newspapers will be allowed in the jail.

MONEY

The jail will deposit all of your **United States** currency and/or **Checks** from other correctional facilities. You will be able to make withdrawals from your account to pay for commissary items, bail or fines, etc. All **Foreign** currency, checks (business or personal), money orders, and traveler's checks will be inventoried and placed in your jail property storage. These valuables will be returned to you when you leave the jail. Exchanging foreign currency and cashing checks is the responsibility of the inmate. Upon request, the jail will release foreign currency and checks to your friends or family, so that they can exchange the funds. The jail will not routinely release money from an inmate's cash account to members of the public. **Inmates having money in their cash account at time of release will have the money returned in the form of cash or a check**. Special arrangements have been made with the jail's bank to cash the jail checks for those without identification.

COMMISSARY (STORE)

All commissary sales are final. There are no refunds of commissary purchases. Sterling Commissary Corporation operates the commissary. Money must be posted on your inmate account no later than the day prior to your commissary order. Commissary orders are placed using CIDNET kiosk on Sundays or Mondays. Orders turned in late will not be processed. Orders will be passed out on Wednesday. All commissary orders will be double-checked as they are given to you. A receipt must be signed acknowledging that you received the items. All disputes regarding commissary must be resolved at the time of delivery.

You are <u>not allowed</u> to accumulate trash in your cell, which includes, but is not limited to, wrappers, cardboard and paper bags. Property is not to be altered in any way from its original condition. Altered property will be removed from your cell, and items of value will be placed in your property. All other items will be disposed of. Personal items cannot be transferred between inmates. Items cannot be left to other inmates at the time of release. If you are being transferred to another institution, it must fit in your transport bag. All other property that is left behind will be disposed of, within, sixty (60) days after your departure. The County will provide some property or equipment for your use. All County property is to remain in good working order or repair. County property that has been damaged by you will be taken and you will be charged for the replacement cost of the item or items. This will include but not be limited to clothing, cleaning supplies, and telephones. **THE JAIL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL PROPERTY THAT IS KEPT BY YOU IN YOUR CELL.**

RELIGIOUS SERVICES

The jail provides Religious services every Sunday, if allotted. If you wish to attend, make your request on an Inmate Request slip.

RELIGIOUS BOOKS AND MATERIALS

Ministry groups donate Bibles and other religious literature to the jail. The jail does have a supply of various religious books such as the Bible and the Book of Mormon, which inmates may use while in this facility. You may request specific religious books by sending an Inmate Request slip.

MARRIAGE

The jail will not arrange or facilitate marriage ceremonies.

MAIL INCOMING

Incoming mail is distributed within 24 hours of being received. Officers will distribute mail directly to the person addressed. There is no limit to the amount of mail you may receive, but you may not have more than (20) twenty pieces of mail in your cell at any time. Incoming mail is opened and inspected for money and contraband. Incoming mail with stickers, tape sparkles or other foreign substances may be returned to sender. All U.S. funds and authorized funds (See Money) will be receipted and deposited to your cash account. Checks, other money orders, and foreign currency will be stored in your jail property storage. Gang affiliated and/or nude photographs will not be allowed into the cell area and shall be placed into your property bag.

Unauthorized mail includes musical greeting cards, Polaroid photos, nude photos, plant material, stickers, non-inspectable items, foreign substance that discolors or perforates the paper, crayons, markers, gang writing and/or drawings, etc. All unauthorized mail will be returned to sender.

MAIL OUTGOING

There is no limit to the amount of mail you may send (at your own expense). We will NOT mail out magazine subscription cards marked "*bill me"*. Give your unsealed letters to the officer. Postage is not required on sealed letters to the following: Prosecutor, Judges, Sheriff, or the local courts. A full return address is required on all outgoing letters. The return address will contain the following information:

Full name as listed on jail records
Cell number
Adams County Jail
210 W. Broadway Ave.
Ritzville, WA 99169

Jail staff will hold any outgoing mail without this information until the sender is identified and the correct return address is filled out.

INMATE TO INMATE MAIL

Inmate to inmate mail will not be allowed or accepted via mail services.

LEGAL MAIL

Correction Officers will attempt to open and inspect incoming mail from attorneys and courts in your presence.

*INDIGENT ITEMS

If you do not have any money, you may receive indigent supplies. This includes writing supplies. If you have purchased commissary items, you will have to wait seven days after your last commissary purchase before you are able to receive any indigent items. **The accumulation of indigent items is not allowed and extra items will be confiscated.** The following items will be supplied to persons without funds, at the intervals listed:

Toothbrush Toothpaste, Soap, Shampoo	Friday only.
Pencil and Postcards	Wednesday only.

INMATE WORKERS

If you are an inmate at the Adams County Jail, you may request an Inmate worker position. The decision to place you to work will be based on your criminal history, facility history, general demeanor and classification. Your name will be